



CITY OF HOUSTON
FINANCE DEPARTMENT
Strategic Procurement Division

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Mayor

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March 16, 2016

Subject: Letter of Clarification No. 1
Spheres, Reflective Glass Beads for the Houston Airport System

Reference: Invitation to Bid (ITB) No.: S06-S25627

To All Prospective Bidders:

This Letter of Clarification is issued for the following reason:

- To revise the above referenced solicitation as follows:
- To answer the following questions:

1. Question: *"Mike mentioned that you advised at the precon that an additional form for New Protest Procedures would be added and required for the submission. I have checked the on-line submission site and did not see the new form. Will you advise if it will be added there to the other required forms?"*

Answer: *"**PROTEST** language on page 3 of 24 has been revised and replaced with new **PROTEST** language identified in attached page marked revised March 14, 2016. No forms are required."*

2. Question: *"Please advise if the additional required forms in Table 1, are to be uploaded and attached on the online bid? Or are they just to be mailed with the original documents?"*

Answer: *"No. The required forms can be mailed with the original documents."*

This Letter of Clarification will be considered part of the solicitation referenced above. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the applicable City Department(s).

Furthermore, it is the responsibility of each BIDDER to obtain any previous Letter(s) of Clarification associated with this solicitation.

Tywana L. Rhone
Purchasing Manager
Strategic Procurement Division
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TLR:DRF:tlr

Attachment

Council Members: Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Steve Le Greg Travis Karla Cisneros Robert Gallegos
Mike H. Laster Larry V. Green Mike Knox David W. Robinson Michael Kubosh Amanda Edwards Jack Christie
Controller: Chris Brown

SECTION A. OFFICIAL BID FORM FOR SHERES, REFLECTIVE GLASS BEADS FOR THE HOUSTON AIRPORT SYSTEM:

PROTEST:

- Filing a Protest
 - An interested party may file a protest on the basis that the City has failed to comply with applicable federal or state law or with City ordinances. The subject of the protest shall be limited to fraud, corruption, or illegal acts undermining the objectivity and integrity of the procurement process. A protest must be filed in accordance with the timing requirements set forth herein and must include:
 - The name, address, telephone number, and email address of the protestor.
 - The number of the solicitation.
 - Information confirming that the protestor is an interested party.
 - A written statement of the grounds for the protest and the law or ordinance alleged to have been violated. The statement shall be accompanied by relevant supporting documentation and the relief requested.
 - The signature of the protestor.
 - Protests shall be submitted to: Chief Procurement Officer, City of Houston, 901 Bagby B300, Houston, TX 77002.
- The City recognizes three types of protests:
 - Protests regarding solicitation (Pre-Submission Protest)
 - Any Pre-Submission Protest regarding a solicitation published by the City shall be filed no later than five days before the opening of bids (if a competitive bid) or due date for submittals or proposals (if an RFP/RFQ), as applicable.
 - Protests regarding the evaluation or rejection of bids, qualifications, or proposals (Pre-Award Protest)
 - Any Pre-Award Protest regarding the evaluation of bids, qualifications, or proposals by the City must be filed no later than five business days prior to the City Council meeting at which the award appears on the agenda.
 - Protests made after City Council's decision to award a contract (Post-Award Protest)
 - Any protest regarding the award of a contract must be submitted no later than five calendar days after the date of the award.
 - Any protest received after the applicable deadline will not be considered.